

Metropolitan King County Council

Carolyn Edmonds, *District 1*
Bob Ferguson, *District 2*
Kathy Lambert, *District 3*
Larry Phillips, *District 4*
Dwight Pelz, *District 5*
Rob McKenna, *District 6*
Pete von Reichbauer, *District 7*
Dow Constantine, *District 8*
Stephen Hammond, *District 9*
Larry Gossett, *District 10*
Jane Hague, *District 11*
David W. Irons, *District 12*
Julia Patterson, *District 13*



Cheryle A. Broom
King County Auditor

516 Third Avenue, Room W1020
Seattle, WA 98104-3272

(206) 296-1655
TTY 296-1024

DATE: May 5, 2004

TO: All Interested Parties

FROM: King County Auditor's Office

SUBJECT: Request for Proposals – Financial Systems Replacement Projects

REQUEST FOR PROPOSALS

Financial Systems Replacement Project Quantifiable Business Case Analysis Oversight Project by the King County Auditor's Office

Introduction

The office of the King County Auditor is seeking consulting services to assist in its oversight of a limited number of key activities associated with the development of a business case for the Financial Systems Replacement Project. The purpose of the auditor's effort will be to add value to existing and ongoing quality assurance efforts associated with the project.

Background and Purpose

The King County Auditor's Office has been directed by the Metropolitan King County Council to study cost estimates and other data associated with the development of a quantifiable business case for a financial systems replacement project. The consultant will assist auditor staff with areas of analysis devoted to cost estimates and business operations.

The King County Auditor's Office conducts performance and financial audits and other studies. Its mission is to conduct objective, high quality, and useful audits and studies that assist the Metropolitan King County Council in its oversight of county government operations, improve the cost-effectiveness of county services, and promote accountability.

In conformance with audit standards and internal protocols, the office plans and conducts the projects on the annual work program, and it provides technical assistance to the council on related performance and financial management issues.

Work Components

The consultant will assist the Auditor's Office in the following tasks:

- An analysis of the report by Pacific Technologies Inc. (PTI) on the Total Cost of Ownership of information technology in the county, with an emphasis on the technology costs for budget, finance, human resources and payroll operations. The consultant will conduct a limited assessment of the methodology used to collect the cost data, the data's reliability (i.e., completeness, reasonableness, and accuracy) of the cost data and PTI's benchmark analysis.*
- An analysis of the report by Dye Management Group Inc. (Dye Management) on the cost of business operations/processes for budget, financial, human resources, and payroll operations. The consultant will conduct a limited assessment of the reliability of the cost data.*
- An analysis of the final Quantifiable Business Case Report by Dye Management and Dye Management's recommended Business Operations Model, with an emphasis on the following:
 - The soundness of the methodology supporting Dye Management's cost-benefit analysis.
 - The adequacy of Dye Management's research into best practices and comparability of the county to other similar organizations.
 - The reasonableness of the approach used by Dye Management to evaluate alternative business operations models and develop a Quantifiable Business Case for a new model.
- As time and budget permit, other issues suggested by the County Auditor.
- Make presentations to committees of the Metropolitan King County Council or to other county entities as requested.

Period of Performance

June 7, 2004 through September 30, 2004

Deliverables

The outcome of this contract will be written analyses and electronic spreadsheets which fulfill the tasks stated in the work components cited above, plus a memorandum summarizing the consultant's findings and any recommendations. The final draft of the worksheets and a draft of the memorandum will be due to the Auditor's Office on Tuesday, July 27, 2004. The final draft of the memorandum will be due on Tuesday, August 17, 2004.

* Cost data, benchmark information, and best practices were collected by consultants' surveys. The reliability assessment is not intended to be complete or meet tests for statistical validity.

Timeline

Deadline for proposals	May 19, 2004 (Wednesday) 4:00 PM
Select consultant	June 2 (Wednesday)
Contract negotiated and executed	June 4 (Friday)
Consultant begins work	June 7 (Monday)
Delivery of final draft of worksheets and draft memorandum	July 27 (Tuesday)
Delivery of final draft of memorandum	August 17 (Tuesday)
Contract termination	September 30, 2004

Proposal Format

Interested parties may submit a proposal addressing how they would approach this project given the scope and schedule of events cited. The written response to this RFP shall consist of the following:

1. Written proposal in memorandum form not to exceed three (3) pages describing your understanding of the project and how you would approach it. Include your perception of project considerations and any special problems and approaches to resolving the problems.
2. Recommend a methodology or approach for addressing the scope of work.
3. Comment on the adequacy of the schedule in the scope of work. Considering your firm's current and planned workload, comment on its capacity to complete the work within the time limitations given in this RFP.
4. Examples of comparable work reviewing technology and business costs and performing cost-benefit analyses for the public sector.
5. Resume of the consultant and statement of qualifications.
6. Three (3) relevant references.
7. A list of any employees or subcontractors selected to assist in the project with work histories, resumes, and statements of qualifications.
8. A cost proposal, detailing estimated costs and expenses, including the personnel on the project, their hourly rates, and the amount of hours each will devote to the project. The total amount of the proposal shall not exceed \$24,000.

Selection Process

The county auditor will use a selection team to review proposals and nominate the top candidate(s), who also may be interviewed by the team. The county auditor will select the winning bidder. The winning bidder will be expected to provide proof of business insurance: general liability \$1 million per occurrence, \$2 million aggregate; Statutory Workers Compensation; employers liability/stop gap \$1 million; and additional insured endorsement naming King County, its officers, officials, agents and employees.

Criteria for Selection

1. Responsiveness, comprehensiveness, and quality of written proposal (55%)
2. Knowledge, specialized experience with analyzing the cost of technology ownership and state or local government. Relevant experience and expertise with similar projects, as illustrated by examples of work included in the proposal. (35%)
3. References (5%)
4. Cost (5%)

Background Information

Note: It is recommended that bidders review the following sources of information, which are available electronically on the auditor's office web site: <http://www.metrokc.gov/auditor/>

1. Audit process in King County followed by King County Auditor's Office
2. Contract boilerplate for consulting services
3. Recent publications and the auditor's office accomplishments report
4. Audit standards (U.S. General Accounting Office) followed in conducting the work of the office -- <http://www.gao.gov/govaud/ybook.pdf>
5. Background information on FSRP/QBC
6. Other background information at <http://www.metrokc.gov/oirm/projects/fsrp.htm>

Contacts

Please submit your proposal electronically to: jan.lee@metrokc.gov followed by hard copy to the King County Auditor's Office, 516 Third Avenue, Room W1020, Seattle, WA 98104. Proposals must be received electronically by 4:00 PM (PDT), Wednesday, May 19, 2004.

If there are questions about the RFP or project, please contact:

Ron Perry, King County Auditor's Office -- (206) 296-1655 (ron.perry@metrokc.gov)